

MS Real Estate Appraiser Licensing & Certification Bd. 2506 Lakeland Drive, Suite 300 Flowood, MS 39232

Robert Praytor, Administrator

AGENCY ADDRESS CHIEF EXECUTIVE OFFICER

	Actual Expenses FY Ending June 30, 2012	Estimate Expenses FY Ending June 30, 2013	Requested for FY Ending June 30, 2014	Requested Increase (+) or Decrease (-) FY 2014 vs. FY 2013 (Col. 3 vs. Col. 2)	
				AMOUNT	PERCENT
<b>I. A. PERSONAL SERVICES</b>					
1. Salaries, Wages & Fringe Benefits (Base)	205,218	224,050	224,050		
a. Additional Compensation					
b. Proposed Vacancy Rate (Dollar Amount)					
c. Per Diem	2,200	7,500	7,500		
<b>Total Salaries, Wages &amp; Fringe Benefits</b>	<b>207,418</b>	<b>231,550</b>	<b>231,550</b>		
2. Travel					
a. Travel & Subsistence (In-State)	5,482	10,000	10,000		
b. Travel & Subsistence (Out-of-State)	14,683	22,000	22,000		
c. Travel & Subsistence (Out-of-Country)					
<b>Total Travel</b>	<b>20,165</b>	<b>32,000</b>	<b>32,000</b>		
<b>B. CONTRACTUAL SERVICES (Schedule B):</b>					
a. Tuition, Rewards & Awards	4,590	6,000	6,000		
b. Communications, Transportation & Utilities	1,547	5,240	9,000	3,760	71.75%
c. Public Information		200	200		
d. Rents	16,460	17,260	17,800	540	3.12%
e. Repairs & Service	540	2,000	2,000		
f. Fees, Professional & Other Services	34,953	51,376	64,576	13,200	25.69%
g. Other Contractual Services	1,672	2,420	2,420		
h. Data Processing	23,008	40,700	42,700	2,000	4.91%
i. Other					
<b>Total Contractual Services</b>	<b>82,770</b>	<b>125,196</b>	<b>144,696</b>	<b>19,500</b>	<b>15.57%</b>
<b>C. COMMODITIES (Schedule C):</b>					
a. Maintenance & Construction Materials & Supplies					
b. Printing & Office Supplies & Materials	7,415	10,000	10,000		
c. Equipment, Repair Parts, Supplies & Accessories	659	900	900		
d. Professional & Scientific Supplies & Materials					
e. Other Supplies & Materials	480	3,700	3,700		
<b>Total Commodities</b>	<b>8,554</b>	<b>14,600</b>	<b>14,600</b>		
<b>D. CAPITAL OUTLAY:</b>					
<b>1. Total Other Than Equipment (Schedule D-1)</b>					
<b>2. Equipment (Schedule D-2):</b>					
b. Road Machinery, Farm & Other Working Equipment					
c. Office Machines, Furniture, Fixtures & Equipment		4,600	1,300	( 3,300)	( 71.73%)
d. IS Equipment (Data Processing & Telecommunications)		2,000	6,500	4,500	225.00%
e. Equipment - Lease Purchase					
f. Other Equipment					
<b>Total Equipment (Schedule D-2)</b>		<b>6,600</b>	<b>7,800</b>	<b>1,200</b>	<b>18.18%</b>
<b>3. Vehicles (Schedule D-3)</b>					
<b>4. Wireless Comm. Devices (Schedule D-4)</b>					
<b>E. SUBSIDIES, LOANS &amp; GRANTS (Schedule E):</b>					
<b>TOTAL EXPENDITURES</b>	<b>318,907</b>	<b>409,946</b>	<b>430,646</b>	<b>20,700</b>	<b>5.04%</b>
<b>II. BUDGET TO BE FUNDED AS FOLLOWS:</b>					
Cash Balance-Unencumbered	234,446	200,914	180,968	( 19,946)	( 9.92%)
General Fund Appropriation (Enter General Fund Lapse Below)					
State Support Special Funds					
Federal Funds					
Other Special Funds (Specify)					
Real Estate Appraiser Fees	285,375	360,000	300,000	( 60,000)	( 16.66%)
Real Estate Appraisal Mgmt Company Fees		30,000	50,000	20,000	66.66%
Less: Estimated Cash Available Next Fiscal Period	( 200,914)	( 180,968)	( 100,322)	( 80,646)	( 44.56%)
<b>TOTAL FUNDS (equals Total Expenditures above)</b>	<b>318,907</b>	<b>409,946</b>	<b>430,646</b>	<b>20,700</b>	<b>5.04%</b>
GENERAL FUND LAPSE					
<b>III. PERSONNEL DATA</b>					
Number of Positions Authorized in Appropriation Bill	a.) Full Perm	4	4	4	
	b.) Full T-L				
	c.) Part Perm.				
	d.) Part T-L				
Average Annual Vacancy Rate (Percentage)	a.) Full Perm				
	b.) Full T-L				
	c.) Part Perm.				
	d.) Part T-L				

Approved by: \_\_\_\_\_  
 Official of Board or Commission  
 Budget Officer: Cindy Fetzer / cfetzer@mrec.state.ms.us  
 Phone Number: 932-6770

Submitted by: \_\_\_\_\_  
 Name  
 Title: Robert Praytor, Administrator  
 Date: July 25, 2012

**REQUEST BY FUNDING SOURCE**

Name of Agency MS Real Estate Appraiser Licensing & Certification Bd.

Specify Funding Sources As Shown Below	FY 2012 Actual Amount	% Of Line Item	% Of Total Budget	FY 2013 Estimated Amount	% Of Line Item	% Of Total Budget	FY 2014 Requested Amount	% Of Line Item	% Of Total Budget
1. General _____ State Support Special (Specify) _____									
2. Budget Contingency Fund									
3. Education Enhancement Fund									
4. Health Care Expendable Fund									
5. Tobacco Control Fund									
6. ARRA - Education, Disc., FMAP									
7. Hurricane Disaster Reserve Fund									
8. Capital Expense Fund									
9. Federal _____ Other Special (Specify) _____									
10. Real Estate Appraiser Fees	207,418	100.00%		231,550	100.00%		231,550	100.00%	
11. Real Estate Appraisal Mgmt Company Fees									
12.									
13.									
<b>Total Salaries</b>	<b>207,418</b>		<b>65.04%</b>	<b>231,550</b>		<b>56.48%</b>	<b>231,550</b>		<b>53.76%</b>
1. General _____ State Support Special (Specify) _____									
2. Budget Contingency Fund									
3. Education Enhancement Fund									
4. Health Care Expendable Fund									
5. Tobacco Control Fund									
6. ARRA - Education, Disc., FMAP									
7. Hurricane Disaster Reserve Fund									
8. Capital Expense Fund									
9. Federal _____ Other Special (Specify) _____									
10. Real Estate Appraiser Fees	20,165	100.00%		32,000	100.00%		32,000	100.00%	
11. Real Estate Appraisal Mgmt Company Fees									
12.									
13.									
<b>Total Travel</b>	<b>20,165</b>		<b>6.32%</b>	<b>32,000</b>		<b>7.80%</b>	<b>32,000</b>		<b>7.43%</b>
1. General _____ State Support Special (Specify) _____									
2. Budget Contingency Fund									
3. Education Enhancement Fund									
4. Health Care Expendable Fund									
5. Tobacco Control Fund									
6. ARRA - Education, Disc., FMAP									
7. Hurricane Disaster Reserve Fund									
8. Capital Expense Fund									
9. Federal _____ Other Special (Specify) _____									
10. Real Estate Appraiser Fees	82,770	100.00%		125,196	100.00%		144,696	100.00%	
11. Real Estate Appraisal Mgmt Company Fees									
12.									
13.									
<b>Total Contractual</b>	<b>82,770</b>		<b>25.95%</b>	<b>125,196</b>		<b>30.53%</b>	<b>144,696</b>		<b>33.59%</b>
1. General _____ State Support Special (Specify) _____									
2. Budget Contingency Fund									
3. Education Enhancement Fund									
4. Health Care Expendable Fund									
5. Tobacco Control Fund									
6. ARRA - Education, Disc., FMAP									
7. Hurricane Disaster Reserve Fund									
8. Capital Expense Fund									
9. Federal _____ Other Special (Specify) _____									
10. Real Estate Appraiser Fees	8,554	100.00%		14,600	100.00%		14,600	100.00%	
11. Real Estate Appraisal Mgmt Company Fees									
12.									
13.									
<b>Total Commodities</b>	<b>8,554</b>		<b>2.68%</b>	<b>14,600</b>		<b>3.56%</b>	<b>14,600</b>		<b>3.39%</b>

Name of Agency MS Real Estate Appraiser Licensing & Certification Bd.

Specify Funding Sources As Shown Below	FY 2012 Actual Amount	% Of Line Item	% Of Total Budget	FY 2013 Estimated Amount	% Of Line Item	% Of Total Budget	FY 2014 Requested Amount	% Of Line Item	% Of Total Budget
1. General _____ State Support Special (Specify) _____									
2. Budget Contingency Fund									
3. Education Enhancement Fund									
4. Health Care Expendable Fund									
5. Tobacco Control Fund									
6. ARRA - Education, Disc., FMAP									
7. Hurricane Disaster Reserve Fund									
8. Capital Expense Fund									
9. Federal _____ Other Special (Specify) _____									
10. Real Estate Appraiser Fees									
11. Real Estate Appraisal Mgmt Company Fees									
12.									
13.									
<b>Total Other Than Equipment</b>									
1. General _____ State Support Special (Specify) _____									
2. Budget Contingency Fund									
3. Education Enhancement Fund									
4. Health Care Expendable Fund									
5. Tobacco Control Fund									
6. ARRA - Education, Disc., FMAP									
7. Hurricane Disaster Reserve Fund									
8. Capital Expense Fund									
9. Federal _____ Other Special (Specify) _____									
10. Real Estate Appraiser Fees				6,600	100.00%		7,800	100.00%	
11. Real Estate Appraisal Mgmt Company Fees									
12.									
13.									
<b>Total Equipment</b>				<b>6,600</b>		<b>1.60%</b>	<b>7,800</b>		<b>1.81%</b>
1. General _____ State Support Special (Specify) _____									
2. Budget Contingency Fund									
3. Education Enhancement Fund									
4. Health Care Expendable Fund									
5. Tobacco Control Fund									
6. ARRA - Education, Disc., FMAP									
7. Hurricane Disaster Reserve Fund									
8. Capital Expense Fund									
9. Federal _____ Other Special (Specify) _____									
10. Real Estate Appraiser Fees									
11. Real Estate Appraisal Mgmt Company Fees									
12.									
13.									
<b>Total Vehicles</b>									
1. General _____ State Support Special (Specify) _____									
2. Budget Contingency Fund									
3. Education Enhancement Fund									
4. Health Care Expendable Fund									
5. Tobacco Control Fund									
6. ARRA - Education, Disc., FMAP									
7. Hurricane Disaster Reserve Fund									
8. Capital Expense Fund									
9. Federal _____ Other Special (Specify) _____									
10. Real Estate Appraiser Fees									
11. Real Estate Appraisal Mgmt Company Fees									
12.									
13.									
<b>Total Wireless Comm. Devices</b>									

**REQUEST BY FUNDING SOURCE**

Name of Agency MS Real Estate Appraiser Licensing & Certification Bd.

Specify Funding Sources As Shown Below	FY 2012 Actual Amount	% Of Line Item	% Of Total Budget	FY 2013 Estimated Amount	% Of Line Item	% Of Total Budget	FY 2014 Requested Amount	% Of Line Item	% Of Total Budget
1. General _____ State Support Special (Specify) _____									
2. Budget Contingency Fund									
3. Education Enhancement Fund									
4. Health Care Expendable Fund									
5. Tobacco Control Fund									
6. ARRA - Education, Disc., FMAP									
7. Hurricane Disaster Reserve Fund									
8. Capital Expense Fund									
9. Federal _____ Other Special (Specify) _____									
10. Real Estate Appraiser Fees									
11. Real Estate Appraisal Mgmt Company Fees									
12.									
13.									
<b>Total Subsidies, Loans &amp; Grants</b>									
1. General _____ State Support Special (Specify) _____									
2. Budget Contingency Fund									
3. Education Enhancement Fund									
4. Health Care Expendable Fund									
5. Tobacco Control Fund									
6. ARRA - Education, Disc., FMAP									
7. Hurricane Disaster Reserve Fund									
8. Capital Expense Fund									
9. Federal _____ Other Special (Specify) _____									
10. Real Estate Appraiser Fees	318,907	100.00%		409,946	100.00%		430,646	100.00%	
11. Real Estate Appraisal Mgmt Company Fees									
12.									
13.									
<b>TOTAL</b>	<b>318,907</b>		<b>100.00%</b>	<b>409,946</b>		<b>100.00%</b>	<b>430,646</b>		<b>100.00%</b>

**SPECIAL FUNDS DETAIL**

MS Real Estate Appraiser Licensing & Certification Bd.  
Name of Agency

<b>S. STATE SUPPORT SPECIAL FUNDS</b>		(1) Actual Revenues FY 2012	(2) Estimated Revenues FY 2013	(3) Requested Revenues FY 2014
Source (Fund Number)	Detailed Description of Source			
	Cash Balance-Unencumbered			
Budget Contingency Fund	BCF - Budget Contingency Fund			
Education Enhancement Fund	EEF - Education Enhancement Fund			
Health Care Expendable Fund	HCEF - Health Care Expendable Fund			
Tobacco Control Fund	TCF - Tobacco Control Fund			
ARRA - Education, Discretionary, FMAP	ARRA - Education, Discretionary, FMAP			
Hurricane Disaster Reserve Fund	HDRF - Hurricane Disaster Reserve Fund			
Capital Expense Fund	CEF - Capital Expense Fund			
<b>Section S TOTAL</b>				

<b>A. FEDERAL FUNDS*</b>		Percentage Match Requirement		(1) Actual Revenues FY 2012	(2) Estimated Revenues FY 2013	(3) Requested Revenues FY 2014
Source (Fund Number)	Detailed Description of Source	FY 2013	FY 2014			
	Cash Balance-Unencumbered					
<b>Section A TOTAL</b>						

<b>B. OTHER SPECIAL FUNDS (NON-FED'L)</b>		(1) Actual Revenues FY 2012	(2) Estimated Revenues FY 2013	(3) Requested Revenues FY 2014
Source (Fund Number)	Detailed Description of Source			
	Cash Balance-Unencumbered	234,446	200,914	180,968
Real Estate Appraiser Fees (3836)	Application, License, Renewal Fees	285,375	360,000	300,000
Real Estate Appraisal Mgmt Company	Appraiser Mgmt Co Registration/Renewal Fees		30,000	50,000
<b>Section B TOTAL</b>		<b>519,821</b>	<b>590,914</b>	<b>530,968</b>

<b>Section S + A + B TOTAL</b>		<b>519,821</b>	<b>590,914</b>	<b>530,968</b>
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<b>C. TREASURY FUND/BANK ACCOUNTS*</b>			(1) Reconciled Balance as of 6/30/12	(2) Balance as of 6/30/13	(3) Balance as of 6/30/14
Name of Fund/Account	Fund/Account Number	Name of Bank (If Applicable)			
Special Fund 3836	3836	State Treasury	195,914	175,968	95,322
MAB Checking	4320023607	BankPlus	4,000	4,000	4,000
MAB Federal Registry Checking	4320023617	BankPlus	1,000	1,000	1,000

\* Any non-federal funds that have restricted uses must be identified and narrative of restrictions attached.

## **NARRATIVE OF SPECIAL FUNDS DETAIL AND TREASURY FUND/BANK ACCOUNTS**

MS Real Estate Appraiser Licensing & Certification Bd.

Name of Agency

### **OTHER SPECIAL FUNDS**

Funding for the MS Real Estate Appraiser Licensing & Certification Board (MAB) is derived primarily from fees paid by the licensees of MS. Fees are collected from applicants and licensees for application, license, and license renewal/penalty. Revenue is received from licensees, continuing education providers, and the general public for miscellaneous items such as continuing education course approvals, certifications of licensure, labels, copies, etc. Legislation was passed effective 7/1/2012 giving the MAB approval for registration and renewal of appraisal management companies (AMCs). Fees paid by the AMCs will create a new source of revenue for the MAB.

The MAB has experienced a significant decrease in the number of applicants and licensees since January, 2008, when the educational requirements to obtain an appraiser's license were changed dramatically by the Federal Appraisal Qualifications Board. The MAB requested a fee increase during the 2012 legislative session to allow the agency to remain solvent and fiscally able to enforce the state statute as promulgated in the MS Code. The license/renewal fee was not increased, but the Legislature raised the registration fee for AMCs from \$500/year to \$1,000/year with authority to increase the fees to \$1,500/year after July 1, 2015.

Revenue projections for FY'2013 are based on historical data for licensees and anticipation of approximately 30 AMCs registrations.

### **TREASURY FUND/BANK**

Fees collected are deposited daily into the MAB clearing account at BankPlus. When receipts are in excess of \$1000, or at least weekly, these funds are transferred to the State Treasury account.

Federal law requires that a \$40.00/year fee be collected from each licensee on active status. These fees are collected by the Board and deposited into the national (federal) registry checking account, which is maintained by the Board. These fees are remitted to the Appraisal Subcommittee monthly as invoiced by the Subcommittee. These fees are only held for the Appraisal Subcommittee, so they have no impact on the MAB budget.

**CONTINUATION AND EXPANDED REQUEST**

MS Real Estate Appraiser Licensing & Certification Bd.

Program No. \_\_\_\_\_ of \_\_\_\_\_ I. Programs

AGENCY

**SUMMARY OF ALL PROGRAMS**

PROGRAM

	FY 2012 Actual				
	(1) General	(2) State Support Special	(3) Federal	(4) Other Special	(5) Total
Salaries, Wages, Fringe				207,418	207,418
Travel				20,165	20,165
Contractual Services				82,770	82,770
Commodities				8,554	8,554
Other Than Equipment					
Equipment					
Vehicles					
Wireless Comm. Devs.					
Subsidies, Loans & Grants					
<b>Total</b>				<b>318,907</b>	<b>318,907</b>
No. of Positions (FTE)				4.00	4.00

	FY 2013 Estimate				
	(6) General	(7) State Support Special	(8) Federal	(9) Other Special	(10) Total
Salaries, Wages, Fringe				231,550	231,550
Travel				32,000	32,000
Contractual Services				125,196	125,196
Commodities				14,600	14,600
Other Than Equipment					
Equipment				6,600	6,600
Vehicles					
Wireless Comm. Devs.					
Subsidies, Loans & Grants					
<b>Total</b>				<b>409,946</b>	<b>409,946</b>
No. of Positions (FTE)				4.00	4.00

	FY 2014 Increase/Decrease for Continuation				
	(11) General	(12) State Support Special	(13) Federal	(14) Other Special	(15) Total
Salaries, Wages, Fringe					
Travel					
Contractual Services				19,500	19,500
Commodities					
Other Than Equipment					
Equipment				1,200	1,200
Vehicles					
Wireless Comm. Devs.					
Subsidies, Loans & Grants					
<b>Total</b>				<b>20,700</b>	<b>20,700</b>
No. of Positions (FTE)					

Note: FY2014 Total Request = FY2013 Estimated + FY2014 Incr(Decr) for Continuation + FY2014 Expansion/Reduction of Existing Activities + FY2014 New Activities.

**CONTINUATION AND EXPANDED REQUEST**

MS Real Estate Appraiser Licensing & Certification Bd.

Program No. \_\_\_\_\_ of 1 Programs

AGENCY

**SUMMARY OF ALL PROGRAMS**

PROGRAM

FY 2014 Expansion/Reduction of Existing Activities				
(16) General	(17) State Support Special	(18) Federal	(19) Other Special	(20) Total
Salaries, Wages, Fringe				
Travel				
Contractual Services				
Commodities				
Other Than Equipment				
Equipment				
Vehicles				
Wireless Comm. Devs.				
Subsidies, Loans & Grants				
<b>Total</b>				
No. of Positions (FTE)				

FY 2014 New Activities				
(21) General	(22) State Support Special	(23) Federal	(24) Other Special	(25) Total
Salaries, Wages, Fringe				
Travel				
Contractual Services				
Commodities				
Other Than Equipment				
Equipment				
Vehicles				
Wireless Comm. Devs.				
Subsidies, Loans & Grants				
<b>Total</b>				
No. of Positions (FTE)				

FY 2014 Total Request				
(26) General	(27) State Support Special	(28) Federal	(29) Other Special	(30) Total
Salaries, Wages, Fringe			231,550	231,550
Travel			32,000	32,000
Contractual Services			144,696	144,696
Commodities			14,600	14,600
Other Than Equipment				
Equipment			7,800	7,800
Vehicles				
Wireless Comm. Devs.				
Subsidies, Loans & Grants				
<b>Total</b>			<b>430,646</b>	<b>430,646</b>
No. of Positions (FTE)			4.00	4.00

Note: FY2014 Total Request = FY2013 Estimated + FY2014 Incr(Decr) for Continuation + FY2014 Expansion/Reduction of Existing Activities + FY2014 New Activities.

**SUMMARY OF PROGRAMS**  
**FORM MBR-1-03sum**

MS Real Estate Appraiser Licensing & Certification Bd.  
Agency Name

FUNDING REQUESTED FISCAL YEAR 2014

PROGRAM	GENERAL	ST.SUPP.SPECIAL	FEDERAL	OTHER SPECIAL	TOTAL
1. EXAM, LICENSURE & REGULATION				430,646	430,646
SUMMARY OF ALL PROGRAMS				430,646	430,646

**CONTINUATION AND EXPANDED REQUEST**

MS Real Estate Appraiser Licensing & Certification Bd.

Program No. 1 of 1 Programs

AGENCY

EXAM, LICENSURE & REGULATION

PROGRAM

	FY 2012 Actual				
	(1) General	(2) State Support Special	(3) Federal	(4) Other Special	(5) Total
Salaries, Wages, Fringe				207,418	207,418
Travel				20,165	20,165
Contractual Services				82,770	82,770
Commodities				8,554	8,554
Other Than Equipment					
Equipment					
Vehicles					
Wireless Comm. Devs.					
Subsidies, Loans & Grants					
<b>Total</b>				<b>318,907</b>	<b>318,907</b>
No. of Positions (FTE)				4.00	4.00

	FY 2013 Estimate				
	(6) General	(7) State Support Special	(8) Federal	(9) Other Special	(10) Total
Salaries, Wages, Fringe				231,550	231,550
Travel				32,000	32,000
Contractual Services				125,196	125,196
Commodities				14,600	14,600
Other Than Equipment					
Equipment				6,600	6,600
Vehicles					
Wireless Comm. Devs.					
Subsidies, Loans & Grants					
<b>Total</b>				<b>409,946</b>	<b>409,946</b>
No. of Positions (FTE)				4.00	4.00

	FY 2014 Increase/Decrease for Continuation				
	(11) General	(12) State Support Special	(13) Federal	(14) Other Special	(15) Total
Salaries, Wages, Fringe					
Travel					
Contractual Services				19,500	19,500
Commodities					
Other Than Equipment					
Equipment				1,200	1,200
Vehicles					
Wireless Comm. Devs.					
Subsidies, Loans & Grants					
<b>Total</b>				<b>20,700</b>	<b>20,700</b>
No. of Positions (FTE)					

Note: FY2014 Total Request = FY2013 Estimated + FY2014 Incr(Decr) for Continuation + FY2014 Expansion/Reduction of Existing Activities + FY2014 New Activities.

**CONTINUATION AND EXPANDED REQUEST**

MS Real Estate Appraiser Licensing & Certification Bd.

Program No. 1 of 1 Programs

AGENCY

EXAM, LICENSURE & REGULATION  
PROGRAM

FY 2014 Expansion/Reduction of Existing Activities				
(16) General	(17) State Support Special	(18) Federal	(19) Other Special	(20) Total
Salaries, Wages, Fringe				
Travel				
Contractual Services				
Commodities				
Other Than Equipment				
Equipment				
Vehicles				
Wireless Comm. Devs.				
Subsidies, Loans & Grants				
<b>Total</b>				
No. of Positions (FTE)				

FY 2014 New Activities				
(21) General	(22) State Support Special	(23) Federal	(24) Other Special	(25) Total
Salaries, Wages, Fringe				
Travel				
Contractual Services				
Commodities				
Other Than Equipment				
Equipment				
Vehicles				
Wireless Comm. Devs.				
Subsidies, Loans & Grants				
<b>Total</b>				
No. of Positions (FTE)				

FY 2014 Total Request				
(26) General	(27) State Support Special	(28) Federal	(29) Other Special	(30) Total
Salaries, Wages, Fringe			231,550	231,550
Travel			32,000	32,000
Contractual Services			144,696	144,696
Commodities			14,600	14,600
Other Than Equipment				
Equipment			7,800	7,800
Vehicles				
Wireless Comm. Devs.				
Subsidies, Loans & Grants				
<b>Total</b>			<b>430,646</b>	<b>430,646</b>
No. of Positions (FTE)			4.00	4.00

Note: FY2014 Total Request = FY2013 Estimated + FY2014 Incr(Decr) for Continuation + FY2014 Expansion/Reduction of Existing Activities + FY2014 New Activities.

**PROGRAM DECISION UNITS**

MS Real Estate Appraiser Licensing & Certification Bd.

1 - EXAM, LICENSURE & REGULATION

AGENCY

PROGRAM NAME

	A	B	C	D	E	F	G	H
	FY 2013 Appropriation	Escalations By DFA	Non-Recurring Items	Document Imaging Automation	Total Funding Change	FY 2014 Total Request		
<b>EXPENDITURES:</b>								
<b>SALARIES</b>	<b>231,550</b>					<b>231,550</b>		
GENERAL								
ST.SUP.SPECIAL								
FEDERAL								
OTHER	231,550					231,550		
<b>TRAVEL</b>	<b>32,000</b>					<b>32,000</b>		
GENERAL								
ST.SUP.SPECIAL								
FEDERAL								
OTHER	32,000					32,000		
<b>CONTRACTUAL</b>	<b>125,196</b>			<b>19,500</b>	<b>19,500</b>	<b>144,696</b>		
GENERAL								
ST.SUP.SPECIAL								
FEDERAL								
OTHER	125,196			19,500	19,500	144,696		
<b>COMMODITIES</b>	<b>14,600</b>					<b>14,600</b>		
GENERAL								
ST.SUP.SPECIAL								
FEDERAL								
OTHER	14,600					14,600		
<b>CAPITAL-OTE</b>								
GENERAL								
ST.SUP.SPECIAL								
FEDERAL								
OTHER								
<b>EQUIPMENT</b>	<b>6,600</b>			<b>1,200</b>	<b>1,200</b>	<b>7,800</b>		
GENERAL								
ST.SUP.SPECIAL								
FEDERAL								
OTHER	6,600			1,200	1,200	7,800		
<b>VEHICLES</b>								
GENERAL								
ST.SUP.SPECIAL								
FEDERAL								
OTHER								
<b>WIRELESS DEV</b>								
GENERAL								
ST.SUP.SPECIAL								
FEDERAL								
OTHER								
<b>SUBSIDIES</b>								
GENERAL								
ST.SUP.SPECIAL								
FEDERAL								
OTHER								
<b>TOTAL</b>	<b>409,946</b>			<b>20,700</b>	<b>20,700</b>	<b>430,646</b>		

**FUNDING:**

GENERAL FUNDS								
ST.SUP.SPCL.FUNDS								
FEDERAL FUNDS								
OTHER SP.FUNDS	409,946			20,700	20,700	430,646		
<b>TOTAL</b>	<b>409,946</b>			<b>20,700</b>	<b>20,700</b>	<b>430,646</b>		

**POSITIONS:**

GENERAL FTE								
ST.SUP.SPCL.FTE								
FEDERAL FTE								
OTHER SP FTE	4.00					4.00		
<b>TOTAL FTE</b>	<b>4.00</b>					<b>4.00</b>		

**PRIORITY LEVEL:**

				<b>1</b>				
--	--	--	--	----------	--	--	--	--

**PROGRAM NARRATIVE**

Program Data Collected in Accordance with the  
Mississippi Performance Budget and Strategic Planning Act of 1994  
(To Accompany Form MBR-1-03)

MS Real Estate Appraiser Licensing &amp; Certification Bd.

1 - EXAM, LICENSURE &amp; REGULATION

AGENCY NAME

PROGRAM NAME

**I. Program Description:**

To receive applications for licensure as a real estate appraiser; to establish appropriate administrative procedures for the processing of applications; to contract for the testing of the national licensing examination; to prepare a complete and competent MS license law portion of the examination; to administer the license law portion of the examinations; and to maintain records of the applicants. To license qualified applicants. To register appraisal management companies. To regulate and administer the appraisal law set forth in Chapter 73-34, Mississippi Code, Annotated.

**II. Program Objective:**

To license appraisers by establishing standards for them to meet through education, experience, and testing; to administer or contract to administer respective portions of the examination and notify applicants of the results; and to regulate licensees to insure their activities comply with the Mississippi law and federal requirements. To register appraisal management companies. Individual licenses are renewed every two years on a staggered renewal program. Companies must renew registration annually.

**III. Current program activities as supported by the funding in Columns 6-15 (FY 13 Estimated & FY 14 Increase/Decrease for continuations) of MBR-1-03 and designated Budget Unit Decisions columns of MBR-1-03-A:****(D) Document Imaging Automatio:**

Funding increase request for MAB portion for development of a document imaging system to replace current paper files. Funding request includes programming, and 1 high speed document scanner for MAB in house scanning.

**PROGRAM PERFORMANCE INDICATORS AND MEASURES**  
Program Data Collected in Accordance with the Mississippi Performance Budget and Strategic  
Planning Act of 1994

MS Real Estate Appraiser Licensing & Certification Bd.  
 AGENCY NAME

1 - EXAM, LICENSURE & REGULATION  
 PROGRAM NAME

**PROGRAM OUTPUTS:** (This is the measure of the process necessary to carry out the goals and objectives of this program. This is the volume produced, i.e., how many people served, how many documents generated.)

	<u>FY 2012</u> <u>ACTUAL</u>	<u>FY 2013</u> <u>ESTIMATED</u>	<u>FY 2014</u> <u>PROJECTED</u>
1 Examinations Given	23.00	30.00	30.00
2 Licenses Issued	57.00	60.00	60.00
3 Complaints Received/Cases Opened	21.00	30.00	30.00
4 Total Licenses Regulated	1,398.00	1,400.00	1,400.00
5 Total Appraisal Management Companies Registered	0.00	30.00	50.00

**PROGRAM EFFICIENCIES:** (This is the measure of the cost, unit cost or productivity associated with a given outcome or output. This measure indicates linkage between services and funding, i.e., cost per investigation, cost per student or number of days to complete investigation.)

	<u>FY 2012</u> <u>ACTUAL</u>	<u>FY 2013</u> <u>ESTIMATED</u>	<u>FY 2014</u> <u>PROJECTED</u>
1 Cost per Licensee Regulated	203.45	268.19	282.97
2 Cost per Investigation Conducted	1,219.75	853.83	853.83
3 Cost Per Examination Given	69.33	68.32	71.77

**PROGRAM OUTCOMES:** (This is the measure of the quality or effectiveness of the services provided by this program. This measure provides an assessment of the actual impact or public benefit of your agency's actions. This is the results produced, i.e., increased customer satisfaction by x% within a 12-month period, reduce the number of traffic fatalities due to drunk drivers within a 12-month period.)

	<u>FY 2012</u> <u>ACTUAL</u>	<u>FY 2013</u> <u>ESTIMATED</u>	<u>FY 2014</u> <u>PROJECTED</u>
1 100% Licenses Issued	100.00	100.00	100.00
2 100% Investigations Conducted	100.00	100.00	100.00
3 100% Qualified Applicants Approved for Testing	100.00	100.00	100.00
4 100 % Appraisal Mgmt Companies Registered	100.00	100.00	100.00

**PROGRAM 3% GENERAL FUND REDUCTION AND NARRATIVE EXPLANATION**

MS Real Estate Appraiser Licensing & Certification Bd.

	Fiscal Year 2013 Funding			FY 2013 GF PERCENT REDUCED
	Total Funds	Reduced Amount	Reduced Funding Amount	
<b>Program Name:</b> (1) EXAM, LICENSURE & REGULATION				
GENERAL				
ST.SUPPORT SPECIAL				
FEDERAL				
OTHER SPECIAL	409,946		409,946	
<b>TOTAL</b>	<b>409,946</b>		<b>409,946</b>	
<b>Narrative Explanation:</b>				
<b>SUMMARY OF ALL PROGRAMS</b>				
GENERAL				
ST.SUPPORT SPECIAL				
FEDERAL				
OTHER SPECIAL	409,946		409,946	
<b>TOTAL</b>	<b>409,946</b>		<b>409,946</b>	

### MS REAL ESTATE APPRAISAL BOARD MEMBERS

MS Real Estate Appraiser Licensing & Certification Bd.

Agency

A. Explain Rate and manner in which board members are reimbursed:

Each member of the board shall receive per diem as authorized in Section 25-3-69, MS Code of 1972, and actual and necessary expenses incurred in the performance  
his official duties as authorized in Section 25-3-41, MS Code of 1972.

B. Estimated number of meetings FY2013

10 regular meetings, 5 hearings, and 4 out-of-state meetings

C.	<b>Names of Members</b>	<b>City, Town, Residence</b>	<b>Appointed By</b>	<b>Date of Appointment</b>	<b>Length of Term</b>
1.	<u>Jeff Short</u>	<u>Tupelo, MS</u>	<u>Gov. Barbour</u>	<u>4/29/09</u>	<u>4 years</u>
2.	<u>Glenn Bright</u>	<u>Doddsville, MS</u>	<u>Gov. Barbour</u>	<u>9/14/10</u>	<u>4 years</u>
3.	<u>Gerald R. Barber</u>	<u>Ridgeland, MS</u>	<u>Gov. Barbour</u>	<u>1/1/11</u>	<u>4 years</u>
4.	<u>John Holliday, Jr.</u>	<u>D'Iberville, MS</u>	<u>Gov. Bryant</u>	<u>7/1/12</u>	<u>4 years</u>
5.	<u>Leslie North</u>	<u>Gulfport, MS</u>	<u>Gov. Barbour</u>	<u>3/16/10</u>	<u>4 years</u>

Identify Statutory Authority (Code Section or Executive Order Number)\*

Section 73-34-5 (1) MS Code of 1972 Annotated.

\*If Executive Order, please attach copy.

**SCHEDULE B  
CONTRACTUAL SERVICES**

MS Real Estate Appraiser Licensing & Certification Bd.

Name of Agency

MINOR OBJECT OF EXPENDITURE	(1) Actual Expenses FY Ending June 30, 2012	(2) Estimated Expenses FY Ending June 30, 2013	(3) Requested for FY Ending June 30, 2014
<b>A. TUITION, REWARDS &amp; AWARDS (61010-61099)</b>			
61010 Tuition			
61020 Employee Training	4,590	6,000	6,000
61030 Travel Related Registration			
<b>TOTAL (A)</b>	<b>4,590</b>	<b>6,000</b>	<b>6,000</b>
<b>B. TRANSPORTATION &amp; UTILITIES (61100-61299)</b>			
61110 Postage, Box Rent, etc.	1,523	5,000	8,500
611XX Transportation of Goods (61180-61190)	24	240	500
61210 Electricity			
61220 Gas			
61230 Water & Sewage			
<b>TOTAL (B)</b>	<b>1,547</b>	<b>5,240</b>	<b>9,000</b>
<b>C. PUBLIC INFORMATION ((61300-61399)</b>			
61310 Advertising & Public Information		200	200
61340 Signs & Billboards			
61350 Exhibits & Displays			
<b>TOTAL (C)</b>		<b>200</b>	<b>200</b>
<b>D. RENTS (61400-61499)</b>			
61420 Building & Floor Space	16,460	16,460	17,000
61430 Land			
61440 Office Equipment		400	400
61460 Other Equipment		400	400
61470 Capitol Facilities - Rental			
61480 Exhibits, Displays & Conference Rooms			
<b>TOTAL (D)</b>	<b>16,460</b>	<b>17,260</b>	<b>17,800</b>
<b>E. REPAIRS &amp; SERVICES (61500-61599)</b>			
61500 Grounds, Walks, Fences & Lots			
61520 Buildings			
61530 Machinery & Field Equipment			
61540 Passenger Vehicles		1,000	1,000
61550 Office Equipment & Furniture	540	1,000	1,000
61580 Shop Equipment			
61590 Miscellaneous Items of Equipment			
<b>TOTAL (E)</b>	<b>540</b>	<b>2,000</b>	<b>2,000</b>
<b>F. FEES, PROFESSIONAL &amp; OTHER SERVICES (61600-61699)</b>			
61615 SAAS Fees - DFA	363	334	334
61616 MMRS Fees	1,184	1,194	1,194
61620 Department of Audit		1,000	1,000
6162X Accounting (61621 - 61624)	7,506	7,500	7,500
6163X Legal (61630-61636)	10,462	20,000	20,000
61650 State Personnel Board	548	548	548
6165X Personnel Services Contracts (61651-61653)			
61660 Court Costs & Court Reporters	301	4,000	4,000
6168X Contract Worker (61682-61688)			
61690 Other Fees & Services	14,589	16,800	30,000
<b>TOTAL (F)</b>	<b>34,953</b>	<b>51,376</b>	<b>64,576</b>

**SCHEDULE B  
CONTRACTUAL SERVICES CONTINUED**

MS Real Estate Appraiser Licensing & Certification Bd.

Name of Agency

MINOR OBJECT OF EXPENDITURE	(1) Actual Expenses FY Ending June 30, 2012	(2) Estimated Expenses FY Ending June 30, 2013	(3) Requested for FY Ending June 30, 2014
<b>G. OTHER CONTRACTUAL SERVICES (61700-61899)</b>			
61700 Liability Insurance Pool Contributions (Tort Claims)	229	450	450
61710 Insurance & Fidelity Bonds	228	270	270
61715 Insurance Computer Equipment ITS		100	100
61720 Membership Dues	400	600	600
61721 Subscriptions			
61800 Procurement Card Purchases	815	1,000	1,000
<b>TOTAL (G)</b>	<b>1,672</b>	<b>2,420</b>	<b>2,420</b>
<b>H. INFORMATION TECHNOLOGY (61900-61990)</b>			
61902 IS Fees - Outside Vendor		5,000	5,000
61905 IS Fees - ITS	15,658	18,500	20,000
61913 Installation of IS & Telecommunication Hardware			
6191X IS Training/Education (61914-61915)		1,000	1,000
61917 Service Charges Paid to State Computer Center	5,997	7,200	7,200
61918 Data Entry			
6192X Software Acquisition/Internet IT Service Fee	77	3,500	3,500
6192X Basic Telephone Monthly (61922-61923)	830	1,500	1,500
6192X Long Distance Charges (61924-61925)	121	1,000	1,000
6193X IS Related Rentals (61932-61938)			
61939 Cellular Phone Charges	325	500	500
61961 Repair, Maintenance & Service of IS Equipment		1,000	1,000
61962 Maintenance Repair of Communication Systems		500	1,000
61980 Software Maintenance		1,000	1,000
<b>TOTAL (H)</b>	<b>23,008</b>	<b>40,700</b>	<b>42,700</b>
<b>I. OTHER (61991-61999)</b>			
6199X Prior Year Expense (61997-61998)			
61999 Contractual Services - No PO Required			
<b>TOTAL (I)</b>			
<b>GRAND TOTAL</b> <i>(Enter on Line I-B of Form MBR-1)</i>	<b>82,770</b>	<b>125,196</b>	<b>144,696</b>
<b>FUNDING SUMMARY:</b>			
GENERAL FUNDS			
STATE SUPPORT SPECIAL FUNDS			
FEDERAL FUNDS			
OTHER SPECIAL FUNDS	82,770	125,196	144,696
<b>TOTAL FUNDS</b>	<b>82,770</b>	<b>125,196</b>	<b>144,696</b>

**SCHEDULE C  
COMMODITIES**

MS Real Estate Appraiser Licensing & Certification Bd.  
Name of Agency \_\_\_\_\_

MINOR OBJECT OF EXPENDITURE	(1) Actual Expenses FY Ending June 30, 2012	(2) Estimated Expenses FY Ending June 30, 2013	(3) Requested for FY Ending June 30, 2014
<b>A. MAINTENANCE &amp; CONSTR. MATERIALS &amp; SUPPLIES (62010-62099)</b>			
62040 Lumber Parts			
62050 Steel & Other Metals			
62060 Paints			
<b>Total (A)</b>			
<b>B. PRINTING &amp; OFFICE SUPPLIES &amp; MATERIALS (62100-62199)</b>			
62110 Printing Binding	499	2,000	2,000
62120 Duplication & Reproduction Supplies	3,167	3,500	3,500
62130 Office Supplies & Materials	758	1,500	1,500
62140 Paper Supplies	270	1,000	1,000
62150 Maps, Manuals, Library Books	700	1,000	1,000
62160 Office Equipment (not capital outlay)	2,021	1,000	1,000
<b>Total (B)</b>	<b>7,415</b>	<b>10,000</b>	<b>10,000</b>
<b>C. EQUIPMENT REPAIR PARTS, SUPPLIES &amp; ACCES. (62200-62299)</b>			
62210 Fuels - Gasoline	622	650	650
62214 Fuel Card-Preventative Maintenance	37		
62251 Repair Vehicle		250	250
62270 Radio & TV Supply & Repair			
62271 Communication System Repair Parts			
62290 Other Equipment Repair Parts			
<b>Total (C)</b>	<b>659</b>	<b>900</b>	<b>900</b>
<b>D. PROFESSIONAL &amp; SCI. SUPPLIES AND MATERIALS (62300-62399)</b>			
62330 Photographic Supplies			
62340 Drugs & Chemicals - Medical & Lab Use			
62390 Other Professional Scientific			
62350 Classroom Instructional Materials			
<b>Total (D)</b>			
<b>E. OTHER SUPPLIES &amp; MATERIALS (62400-62999)</b>			
62420 Hardware, Plumbing & Electrical			
62430 Small Tools			
62460 Wearing Material			
62470 Food			
62520 Decal Signs			
62530 Uniforms & Wearing Apparel			
62555 Repair Parts for DP Equipment		2,000	2,000
62590 Other Supplies & Materials		200	200
62595 Other Equipment (less than \$500)			
62800 Procurement Card Purchases	480	1,500	1,500
62993 Reimbursable Commodities-Travel			
<b>Total (E)</b>	<b>480</b>	<b>3,700</b>	<b>3,700</b>

**SCHEDULE C  
COMMODITIES CONTINUED**

MS Real Estate Appraiser Licensing & Certification Bd.  
Name of Agency \_\_\_\_\_

MINOR OBJECT OF EXPENDITURE	(1) Actual Expenses FY Ending June 30, 2012	(2) Estimated Expenses FY Ending June 30, 2013	(3) Requested for FY Ending June 30, 2014
<b>GRAND TOTAL (A, B, C, D &amp; E)</b> <i>(Enter on Line I-C of Form MBR-1)</i>	<b>8,554</b>	<b>14,600</b>	<b>14,600</b>
<b>FUNDING SUMMARY:</b>			
GENERAL FUNDS			
STATE SUPPORT SPECIAL FUNDS			
FEDERAL FUNDS			
OTHER SPECIAL FUNDS	8,554	14,600	14,600
<b>TOTAL FUNDS</b>	<b>8,554</b>	<b>14,600</b>	<b>14,600</b>

**SCHEDULE D-1  
CAPITAL OUTLAY  
OTHER THAN EQUIPMENT**

MS Real Estate Appraiser Licensing & Certification Bd.  
Name of Agency \_\_\_\_\_

MINOR OBJECT OF EXPENDITURE	(1) Actual Expenses FY Ending June 30, 2012	(2) Estimated Expenses FY Ending June 30, 2013	(3) Requested for FY Ending June 30, 2014
<b>A. LANDS (63100-63199)</b>			
63110 Land for Buildings			
63120 Land for Right-of-Way			
63130 Land for Aggregates			
63170 Land Purchased for Other Purposes			
<b>TOTAL (A)</b>			
<b>B. BUILDINGS &amp; IMPROVEMENTS (63200-63299)</b>			
63250 Buildings - Purchased, Constructed, Remodeled			
<b>TOTAL (B)</b>			
<b>C. INFRASTRUCTURE &amp; OTHER (63500-63999)</b>			
635XX Other			
<b>TOTAL (C)</b>			
<b>GRAND TOTAL</b> <i>(Enter on Line I-D-1 of Form MBR-1)</i>			
<b>FUNDING SUMMARY:</b>			
GENERAL FUNDS			
STATE SUPPORT SPECIAL FUNDS			
FEDERAL FUNDS			
OTHER SPECIAL FUNDS			
<b>TOTAL FUNDS</b>			

**SCHEDULE D-2  
CAPITAL OUTLAY EQUIPMENT**

MS Real Estate Appraiser Licensing & Certification Bd.

Name of Agency \_\_\_\_\_

EQUIPMENT BY ITEM	Act. FY Ending June 30, 2012		Est. FY Ending June 30, 2013		Req. FY Ending June 30, 2014		
	No. of Units	Total Cost	No. of Units	Total Cost	No. of Units	Cost Per Unit	Total Cost
<b>A. VEHICLES (see form MBR-1-D-3)</b>							
<b>C. OFFICE MACHINES, FURNITURE, FIXTURES, EQUIP.</b>							
Fax Machine (R)					1	1,300	1,300
Copier (R)			1	4,600			
Work Center (N)							
<b>TOTAL (C)</b>				<b>4,600</b>			<b>1,300</b>
<b>D. IS EQUIPMENT (DP &amp; TELECOMMUNICATIONS)</b>							
Computer-Personal (R)					2	1,500	3,000
Laser Printer (R)			2	2,000			
High Speed Document Scanner (N)					1	3,500	3,500
<b>TOTAL (D)</b>				<b>2,000</b>			<b>6,500</b>
<b>E. EQUIPMENT - LEASE PURCHASE (63460-63476)</b>							
634XX Lease Purchases							
<b>TOTAL (E)</b>							
<b>GRAND TOTAL</b> <i>(Enter on Line I-D-2 of Form MBR-1)</i>				<b>6,600</b>			<b>7,800</b>
<b>FUNDING SUMMARY:</b>							
GENERAL FUNDS							
STATE SUPPORT SPECIAL FUNDS							
FEDERAL FUNDS							
OTHER SPECIAL FUNDS				6,600			7,800
<b>TOTAL FUNDS</b>				<b>6,600</b>			<b>7,800</b>

**SCHEDULE D-3  
PASSENGER/WORK VEHICLES**

MS Real Estate Appraiser Licensing & Certification Bd.

Name of Agency \_\_\_\_\_

MINOR OBJECT OF EXPENDITURE	Vehicle Inventory	FY Ending	June 30, 2012	FY Ending	June 30, 2013	FY Ending	June 30, 2014
	June 30, 2012	No. of Vehicles	Actual Cost	No. of Vehicles	Estimated Cost	No. of Vehicles	Requested Cost
<b>A. PASSENGER &amp; WORK VEHICLES (63310, 63390-63400)</b>							
63310 Automobile, Compact Sedan (AU CS)							
63310 Automobile, Full Size Sedan (AU FS)							
63310 Automobile, Mid Size Sedan (AU MS)							
63310 Automobile, Mid Size Station Wagon (AU MW)							
63310 Automobile Utility (AU UT)							
63390 Truck, Carry-All (TK CA)							
63390 Truck, Compact Pickup (TK CU)							
63390 Truck, Dump Bed (TK DU)							
63390 Truck, Medium Duty 2.5 Ton (TK MD)							
63390 Truck, Mid Size Pickup (TK MU)							
63391 Truck, Heavy Duty 5 Ton (TK HD)							
63391 Truck, Heavy Duty Pickup (TK HU)							
63392 Sport Utility Vehicle (TK SU)	1						
63393 Van, Cargo (VN CD)							
63393 Van, Full Size (VN FV)							
63393 Van, Mid Size (VN MV)							
63400 Other Vehicles							
<b>TOTAL (A)</b>	<b>1</b>						
<b>B. BETTERMENTS OR ACCESSORIES FOR VEHICLES (63395)</b>							
63395 Betterments or Accessories for Vehicles							
<b>TOTAL (B)</b>							
<b>GRAND TOTAL</b> <i>(Enter on Line I-D-3 of Form MBR-1)</i>							
<b>FUNDING SUMMARY:</b>							
GENERAL FUNDS							
STATE SUPPORT SPECIAL FUNDS							
FEDERAL FUNDS							
OTHER SPECIAL FUNDS							
<b>TOTAL FUNDS</b>							

**SCHEDULE D-4  
WIRELESS COMMUNICATION DEVICES**

MS Real Estate Appraiser Licensing & Certification Bd. \_\_\_\_\_  
Name of Agency

MINOR OBJECT OF EXPENDITURE	Device Inventory June 30, 2012	Act FY Ending June 30, 2012		Est FY Ending June 30, 2013		Req FY Ending June 30, 2014	
		No. of Devices	Actual Cost	No. of Devices	Estimated Cost	No. of Devices	Requested Cost
<b>B. PAGERS (63434)</b>							
63434 Pagers, Paging Equipment							
<b>Total (B)</b>							
<b>C. WIRELESS PERSONAL DIGITAL ASSISTANTS (63435)</b>							
63435 Wireless PDAs, Blackberry, etc							
<b>Total (C)</b>							
<b>GRAND TOTAL</b> <i>(Enter on Line I-D-4 of Form MBR-1)</i>							
<b>FUNDING SUMMARY:</b>							
GENERAL FUNDS							
STATE SUPPORT SPECIAL FUNDS							
FEDERAL FUNDS							
OTHER SPECIAL FUNDS							
<b>TOTAL FUNDS</b>							

**SCHEDULE E  
SUBSIDIES, LOANS & GRANT**

MS Real Estate Appraiser Licensing & Certification Bd.

Name of Agency

MINOR OBJECT OF EXPENDITURE	(1) Actual Expenses FY Ending June 30, 2012	(2) Estimated Expenses FY Ending June 30, 2013	(3) Requested for FY Ending June 30, 2014
<b>A. SCHOOL GRANTS TO COUNTIES &amp; MUNICIPALITIES (64000-64599)</b>			
<b>TOTAL (A)</b>			
<b>B. GRANTS TO L.H.L. &amp; OTHER POLITICAL SUBDIVISIONS (64600-64699)</b>			
<b>TOTAL (B)</b>			
<b>C. GRANTS TO NON-GOVERNMENT INSTNS &amp; INDS (64700-64999)</b>			
<b>TOTAL (C)</b>			
<b>D. DEBT SERVICE &amp; JUDGEMENTS (65000-65399)</b>			
Interest from Equip. Lease Purchase			
<b>TOTAL (D)</b>			
<b>E. OTHER (66000-89999)</b>			
<b>TOTAL (E)</b>			
<b>GRAND TOTAL</b> <i>(Enter on Line I-E of Form MBR-1)</i>			
<b>FUNDING SUMMARY:</b>			
GENERAL FUNDS			
STATE SUPPORT SPECIAL FUNDS			
FEDERAL FUNDS			
OTHER SPECIAL FUNDS			
<b>TOTAL FUNDS</b>			

**NARRATIVE**  
**2014 BUDGET REQUEST**

MS Real Estate Appraiser Licensing & Certification Bd.

Name of Agency

1.A.1. Salaries, Wages, & Fringe

Legislation allowing the Mississippi Appraisal Board (MAB) to register appraisal management companies became effective 7/1/2012. Current funding levels in the Salaries, Wages, & Fringe category should be adequate for the MAB staff to accommodate the additional work load involved with these registrations for both FY'2013 and FY'2014.

1.A.2. Travel

Continuation of the current funding level is requested in the Travel category for FY'2014. Major changes mandated by the Federal Appraisal Subcommittee which were implemented during 2008 will continue to necessitate more travel for the Board and staff. Due to the technical nature of those changes, it is vitally important to the Board's role as the state regulatory agency that board members, administrators, and staff involved in the implementation and regulation of the changes attend all educational meetings and meetings with regulators from other states.

1.B. Contractual Services

The MAB, in connection with the MS Real Estate Commission (MREC), is finalizing three years of work with ITS for the design of a new licensing system and website which will be more efficient and user-friendly for the licensees and general public. This system was set to go live in the early part of FY'2012. Due to ITS programming issues, the system has not gone live yet, but should be ready by the end of the 1st quarter of FY'2013. The new system will accommodate new requirements and interface much more efficiently with the new website to enable the MREC and MAB to provide additional services to the public including the capability to accept electronic payments. It will also have the capability to house individual licensee file documentation which is presently maintained in paper files. Funding for the purchase and implementation of a document management system which will interface with the new licensing system and eliminate most of the paper files that are in existence at the present time has been requested by the MREC. Although the MREC will bear the major costs involved, MAB will pay the costs that are associated directly with the MAB license files. This will necessitate an increase in the amount requested for the Contractual Services category for FY'2014.

The number of investigative appeals and fraud cases remain steady and legal services provided by the Attorney General's office are required. Independent appraisal reviews are required on some cases. These services are performed by an independent appraiser and the contractual fees are based on the scope of the assignment. The costs of these services are dependent on the complaints received and cases opened. Although the MAB can make estimates on cases and complaints, there is no way to determine a particular cost per complaint. The registration of AMCs should not have an affect at the present time on investigative costs, but the gap between actual expenditures and requested funding is to allow the Board to be fiscally able to take all required action on any case to enforce the state statute as promulgated in the MS Code.

1.C. Commodities

It is requested that funding in the Commodities category be maintained at the current level for FY'2014.

1.D.2. Capital Outlay-Equipment

A slight increase is requested in the Equipment Category for FY'2014. The purchase of a replacement fax machine will most likely be necessary during FY'2014. Other funding requested is for replacement of equipment items, which may become inoperable, but are needed for the everyday operation of the MAB.

**OUT-OF-STATE TRAVEL  
FISCAL YEAR 2012**

MS Real Estate Appraiser Licensing & Certification Bd.

Agency Name

Note: All expenditures recorded on this form must be totaled and said total must agree with the out-of-state travel amount indicated for FY 2012 on Form Mbr-1, line I.A.2.b.

<b>Employee's Name</b>	<b>Destination</b>	<b>Purpose</b>	<b>Travel Cost</b>	<b>Funding Source</b>
Michael E. McGee	Washington, DC	AARO Fall Conference 2011	1,774	Fund 3836
Danielle Morales	Washington, DC	AARO Fall Conference 2011	1,819	Fund 3836
Leslie North	Washington, DC	AARO Fall Conference 2011	2,004	Fund 3836
Robert E. Praytor	Washington, DC	AARO Fall Conference 2011	2,149	Fund 3836
Maudine Eckford	Park City, UT	FARB Conference	1,640	Fund 3836
Michael E. McGee	Chicago, IL	AARO Spring Conference 2012	1,266	Fund 3836
Danielle Morales	Chicago, IL	AARO Spring Conference 2012	1,307	Fund 3836
Leslie North	Chicago, IL	AARO Spring Conference 2012	1,319	Fund 3836
Robert E. Praytor	Chicago, IL	AARO Spring Conference 2012	1,405	Fund 3836
<b>Total Out of State Travel Cost</b>			<b>\$14,683</b>	

**FEES, PROFESSIONAL AND OTHER SERVICES**  
**(EXPENDITURE CODES 61600-61699)**

MS Real Estate Appraiser Licensing & Certification Bd.

Name of Agency

TYPE OF FEE AND NAME OF VENDOR	Retired w/ PERS	(1) Actual Expenses FY Ending June 30, 2012	(2) Estimated Expenses FY Ending June 30, 2013	(3) Requested for FY Ending June 30, 2014	Fund Num.
61615 SAAS Fees - DFA					
SAAS Fees / State Auto. Acctg. System Fees		363	334	334	3836
<i>Comp. Rate: As Assessed</i>					
<b>TOTAL 61615 SAAS Fees - DFA</b>		<b>363</b>	<b>334</b>	<b>334</b>	
61616 MMRS Fees					
MMRS Fees / State Assessment		1,184	1,194	1,194	3836
<i>Comp. Rate: As Assessed</i>					
<b>TOTAL 61616 MMRS Fees</b>		<b>1,184</b>	<b>1,194</b>	<b>1,194</b>	
61620 Department of Audit					
Dept.of Audit / Audit Fees			1,000	1,000	3836
<i>Comp. Rate: As Assessed</i>					
<b>TOTAL 61620 Department of Audit</b>			<b>1,000</b>	<b>1,000</b>	
6162X Accounting (61621 - 61624)					
MREC Accountant / MREC Accountant		7,506	7,500	7,500	
<i>Comp. Rate: 625/month</i>					
<b>TOTAL 6162X Accounting (61621 - 61624)</b>		<b>7,506</b>	<b>7,500</b>	<b>7,500</b>	
6163X Legal (61630-61636)					
Office of the Attorney General / Legal Services		10,462	20,000	20,000	3836
<i>Comp. Rate: \$65/hour</i>					
<b>TOTAL 6163X Legal (61630-61636)</b>		<b>10,462</b>	<b>20,000</b>	<b>20,000</b>	
61650 State Personnel Board					
State Personnel Board / Personnel Fees		548	548	548	3836
<i>Comp. Rate: 137.00/position</i>					
<b>TOTAL 61650 State Personnel Board</b>		<b>548</b>	<b>548</b>	<b>548</b>	
6165X Personnel Services Contracts (61651-61653)					
CITY REALTY / USPAP STAFF EDUCATION					3836
<i>Comp. Rate: TRAVEL REIMBURSEMENT</i>					
<b>TOTAL 6165X Personnel Services Contracts (61651-61653)</b>					
61660 Court Costs & Court Reporters					
Amanda Wooten / Court Reporting Services		200	4,000	4,000	3836
<i>Comp. Rate: Per Appearance/Transcript</i>					
Stegall Notary Services / Notary Services		101			3836
<i>Comp. Rate: Per Service</i>					
<b>TOTAL 61660 Court Costs &amp; Court Reporters</b>		<b>301</b>	<b>4,000</b>	<b>4,000</b>	
6168X Contract Worker (61682-61688)					
<b>TOTAL 6168X Contract Worker (61682-61688)</b>					
61690 Other Fees & Services					
MREC-Reimbursement for Services / MREC Personnel		14,589	16,800	27,000	3836
<i>Comp. Rate: As Detailed</i>					
Real Estate Consulting Group / Appraisal Review Services				3,000	3836
<i>Comp. Rate: Based on Assignment</i>					

**FEES, PROFESSIONAL AND OTHER SERVICES**

MS Real Estate Appraiser Licensing & Certification Bd.

Name of Agency

TYPE OF FEE AND NAME OF VENDOR	Retired w/ PERS	(1) Actual Expenses FY Ending June 30, 2012	(2) Estimated Expenses FY Ending June 30, 2013	(3) Requested for FY Ending June 30, 2014	Fund Num.
TOTAL 61690 Other Fees & Services		<u>14,589</u>	<u>16,800</u>	<u>30,000</u>	
GRAND TOTAL (61600-61699)		34,953	51,376	64,576	

**VEHICLE PURCHASE DETAILS**

MS Real Estate Appraiser Licensing & Certification Bd.

Name of Agency

<b>Year</b>	<b>Model</b>	<b>Person(s) Assigned To</b>	<b>Vehicle Purpose/Use</b>	<b>FY2014 Req. Cost</b>
				0
				<hr/>
				<b>0</b>
			<b>TOTAL VEHICLE REQUEST</b>	<b>0</b>

**VEHICLE INVENTORY  
AS OF JUNE 30, 2012**

MS Real Estate Appraiser Licensing & Certification Bd.

Name of Agency

Veh. Type	Vehicle Descript.	Model Year	Model	Person(s) Assigned To	Purpose/Use	Tag Number	Mileage On 6-30-12	Average Miles per Year	Replacement Proposed	
									FY 2013	FY 2014
P	Ford	2010	Escape	Danielle Morales, Investigator	MAB Business	G-53907	8,839	4,400		

Vehicle Type = Passenger/Work

**PRIORITY OF DECISION UNITS  
FISCAL YEAR**

MS Real Estate Appraiser Licensing & Certification Bd. \_\_\_\_\_  
Agency Name

<b>Program</b>	<b>Decision Unit</b>	<b>Object</b>	<b>Amount</b>
<b>Priority # 1</b>			
Program # 1 : EXAM, LICENSURE & REGULATION			
	Document Imaging Automation		
		Contractual	19,500
		Equipment	1,200
		<b>Total</b>	<b>20,700</b>
		Other Special Funds	20,700

### CAPITAL LEASES

MS Real Estate Appraiser Licensing & Certification Bd.

Name of Agency

Vendor/ Item Leased	Original Date of Lease	Original Number of Months of Lease	Number of Months Remaining on 6-30-12	Last Payment Date	Interest Rate	Amount of Each Monthly/Yearly Payment			Total of Payments to be Made						
									Principal	Interest	Total	Actual FY 2012	Estimated FY 2013		
						Principal	Interest	Total					Principal	Interest	Total
/	/ /	0	0	/ /	.000										

**Summary of 3% General Fund Program Reduction to FY2013 Appropriated Funding by Major Object**

MS Real Estate Appraiser Licensing & Certification Bd.

<b>Major Object</b>	<b>FY2013 GENERAL FUND REDUCTION</b>	<b>AFFECT ON FY2013 STATE SUPPORT SPECIAL FUNDS</b>	<b>AFFECT ON FY2013 FEDERAL FUNDS</b>	<b>AFFECT ON FY2013 OTHER SPECIAL FUNDS</b>	<b>TOTAL 3% REDUCTIONS</b>
<b>PERSONAL SERVICES</b>					
<b>TRAVEL</b>					
<b>CONTRACTUAL SERVICES</b>					
<b>COMMODITIES</b>					
<b>OTHER THAN EQUIPMENT</b>					
<b>EQUIPMENT</b>					
<b>VEHICLES</b>					
<b>WIRELESS COMM. DEVICES</b>					
<b>SUBSIDIES, LOANS, ETC</b>					
<b>TOTALS</b>					